



North Crescent Primary School

Attendance Procedures

Please refer to the Schools For Every Child Policy

Please refer to the school's Behaviour Policy for
Attendance Rewards

Date Policy Created:	Spring 2025
Policy Reviewed:	September 2025
Next Review:	September 2026

The name and contact details of the Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school, is:

Miss Elson- Head of School
admin@northcrescent.org

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Miss Bayliss- Office Administrator
admin@northcrescent.org

The name of our linked Governor with responsibility for monitoring attendance is:
Mr Aydeniz

Equality and Inclusion

At North Crescent Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers; irrespective of age, race, gender, disability, faith or religion, attainment or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. The achievement of all pupils is monitored and we use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which promotes British values; championing respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here. As an educationally inclusive school the teaching and learning, achievements, attitudes and well-being of every young person matters.

Our Mission Statement for Equality:

As a school:

- We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age, disability, ethnicity, gender(including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
- We welcome our duty to promote community cohesion.

- We recognise these duties reflect international human rights as expressed in the UN Convention The Rights of the Child.

Pupil Attendance Policy

Introduction and Background

North Crescent Primary School recognises that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "[Working together to improve school attendance](#)" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

It has been developed in consultation with school governors, teachers, local Headteacher Associations, the Local Authority and parents and carers. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued;
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. **It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances, and it is the *Head of School*, not the parent, who can authorise the absence.**

Promoting Regular Attendance

At North Crescent Primary School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give parents/carers details on attendance in our newsletters;
- Promote the benefits of high attendance;
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence as required by law;
- Celebrate excellent attendance by displaying and reporting individual and class achievements;
- Reward good or improving attendance;
 - Individual and class rewards
 - Individual and class certificates
 - Staff attendance certificates
 - Weekly attendance assembly
 - Promoting on newsletters
- Report to parents/carers regularly on their child's attendance and the impact on their progress;
- Contact parents/carers should their child's attendance fall below the school's target for attendance.

Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. As a school, we use the NHS guidance - What to do - Childhood Illnesses poster to classify absences. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, (however this list is not exhaustive):

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- absences which have never been properly explained;
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session;
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends;
- day trips;
- other leave of absence in term time which has not been agreed.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

Absence Procedures

The name and contact details of the school staff member pupils and parents should contact about attendance on a day to day basis is:

Miss Bayliss or Miss Ghaloo - contact via the school office

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before *9:15 am, when our register closes*;
- The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorised;
- Contact the school on every further day of absence, again before *9.15 am*;
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons. Medical evidence **MUST** be presented for any pupil who is absent due to illness for 10 consecutive sessions (5 days) or more. In the instance that medical evidence is not provided, the absences will be unauthorised.

When determining whether a child is too ill to attend school, both parents and school staff can consider the advice contained within the NHS and Essex County Council Guidance on School Absence and Childhood Illness (appendix D).

If your child is absent we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding;
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

If absence continues we will:

- Write to you if your child's attendance is below 95%, and/or where punctuality is a concern;
- Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion or Aquinas (School Attendance Provisions).
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Offer signposting support to other agencies or services, if appropriate;
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

The times of the start and close of the school day for all pupils at North Crescent are:

Gates open: 8.35am

Registration starts: 8.35am

Registration in class closes: 8.45am

End of the school day: 3.15pm

How we manage lateness:

- The school day starts at **8.35am** when children can begin to come into school;
- Registers are taken at **8.35am**;
- Children arriving after **8.45am** are required to come into school via the school office. If accompanied by a parent/carer they must sign them into our 'Late Book' and provide a reason for their lateness, which is recorded;
- At **9.15am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will **not** count as a present mark and it will mean that they have an unauthorised absence;
- The school may contact parents/carers regarding punctuality concerns;

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with a member of staff from Aquinas or the Senior Attendance Champion, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality.

Understanding Barriers to Attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other

vulnerabilities. High expectations of attendance remain in place for these pupils, however we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

See Annex A for summary tables of responsibilities for school attendance.

The name and contact details of the school staff members pupils and parents should contact for more detailed support on attendance:

Miss Elson, Head of School - contactable via the school office.

Mrs Mallyon, Assistant Headteacher - contactable via the school office.

Mr Hillis, Assistant Headteacher - contactable via the school office.

Traveller Absence

Some members of our school community are Travellers, whose work requires them to leave the area and travel to a place of work. A Traveller Absence form must be completed prior to travelling, with a copy of evidence confirming the travelling request. This form requests the date of which the family will be travelling from and until, the area to which they are travelling and a contact name, number and address where possible and a form of evidence. The school is unable to authorise absence for the purpose of work without the fully completed form and evidence.

This form also records whether travelling is for work purposes and states that a meeting with the school will be arranged prior to travelling to ensure the academic support of the child whilst absent from school. If parents/ carers are unable to complete this form due to literacy difficulties the school can assist with this.

When Traveller families are travelling but return to the area for an odd day or any period of time, the pupil is required to be in school.

The school encourages respective parents/carers to request a 'Traveller Pack' prior to periods of absence, in order for their children to maintain their schooling offsite. These consist of age related worksheets from the core subjects and reading books. The intention is for this learning resource to occupy the child for the remainder of the respective half-term. Once completed and returned to school, a further set will be issued accordingly.

Parents/carers are also encouraged to 'dual roll' their children, whilst the family are working away from the immediate vicinity of the school, so their children can attend school in the area to which they have travelled. Please refer to code G*

Supporting Traveller children with their education, relevant staff will liaise with the Essex Traveller Services, seeking their help and advice, as and when deemed necessary.

Local Authority Attendance Support Services

Local Authority Attendance Specialists work strategically by offering support to schools, to reduce persistent absence and improve overall attendance.

Parents are expected to work with the school and local authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice (see Annex B for the Essex Code of Conduct) or prosecution in the Magistrates Court.

School Attendance and the Law

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

See Annex B for the Essex Code of Conduct.
See Annex C for the Attendance Codes.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules

prescribed by the school.”

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school (see annex E). The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Essex Code of Conduct, in respect of each parent believed to have allowed the absence.

At North Crescent 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The headteacher/school may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

Deletion from Roll

For any pupil leaving North Crescent, other than at the end of year 6, parents/carers are required to complete a 'Pupils moving from *school* form which can be obtained from the school office. This provides the school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Under Pupil Regulations 2006, all schools are now **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for

deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

Absence Data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Annex A

DfE guidance Summary table of responsibilities for school attendance. From 19th August 2024

https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024.pdf

Annex B

ESSEX CODE OF CONDUCT: PENALTY NOTICES FOR PARENTS OF TRUANTS AND PARENTS OF PUPILS EXCLUDED FROM SCHOOL ANTI-SOCIAL BEHAVIOUR ACT 2003 SECTION 23

<https://www.essex.gov.uk/schools-and-learning/schools/school-attendance-and-absence/penalty-notice>

Annex C - Absence and Attendance Codes

Codes	DfE description / explanation	Statistical meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Approved education activity as pupil being educated off site (not dual registration).	Approved educational activity
C	Authorised absence as pupil is absent due to other authorised circumstances.	Authorised absence
D	Dual registered (at another establishment) - not counted in possible attendances.	Attendance not required
E	Authorised absence as pupil is excluded, with no alternative provision made.	Authorised absence
G	Unauthorised absence as pupil is on a family holiday, not agreed, or is taking days in excess of an agreed family holiday.	Unauthorised absence
H	Authorised absence due to agreed family holiday.	Authorised absence
I	Unable to attend because of sickness	Authorised absence
J	Unable to attend due to exceptional circumstances - not counted in possible attendance.	Approved educational activity
L	Late (before registers closed) marked as present	Present
M	Authorised absence due to medical/dental appointments	Authorised absence
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided	Unauthorised absence
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description.	Unauthorised absence
P	Approved education activity as pupil is attending an approved sporting activity.	Approved educational activity
R	Authorised absence due to religious observance.	Authorised absence
S	Authorised absence due to study leave.	Authorised absence
T	Authorised absence due to traveller absence.	Authorised absence
U	Unauthorised absence as pupil arrived after registers closed.	Unauthorised absence
V	Approved education activity as pupil is away on an educational visit or trip.	Approved educational activity
W	Approved education activity as pupil is attending work experience.	Approved educational activity
X	Non-compulsory school age absence - not counted in possible attendances.	Attendance not required
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances.	Attendance not required
Z	Pupil not yet on roll - not counted in possible attendances.	Attendance not required
#	Planned whole or partial school closure - not counted in possible attendances.	Attendance not required

Annex D – Illness Absence Guidance

<https://seureschools.essex.gov.uk/DisplayDocument.aspx?DocID=276>

https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-I-keep-my_child_off_school_guidance-A3-poster.pdf

[DfE external document template \(childrenscommissioner.gov.uk\)](#)

Annex E- Application for Leave during Term Time form

Application for Leave of Absence from School during Term Time

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. Taking your child out of school during term time could be detrimental to their educational progress. **THERE IS NO ENTITLEMENT** to parents / carers to take a child out of school during term time, however you may apply to the school for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent / carer for each child taken out of school. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.

Dear Headteacher/Head of School (HoS),

I would like to request permission for leave of absence for my child for the reasons detailed below:

Child's Full Name		Date of Birth	
Year Group		Class	
Child's Full Address			

First date of absence		Last date of absence	
Date of return to school		Number of school days absent	

If returning in time for lunch, is a school dinner required? (please tick)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Reason for request (please give full details, further details can be attached to this form).

Name of person making request including DOB		Relationship to child		
Full address and postcode (if different from child's above)				
If the child above does not reside with you, does the resident parent agree with this application?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Signature of Parent / Carer with whom child resides		Date		

If you have a child or children at another school, please detail their names and which school(s) they attend below:			
Child's full name:		School:	
Child's full name:		School:	

North Crescent Primary School

For School Office Use Only

Complete the below, keeping the originals, but returning copies of both the application and outcome of the application together with the appropriate letter on Infolink. This information should be sent first class, separately to both parents / carers / those with parental responsibility, ensuring address information etc. is accurate.

Child's Forename and Surname	
Child's Date of Birth	
Child's Year Group	
Child's Class	

Date of response	
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Dear	Parents / carers Title, Forename and Surname	
	Parents / carers Title, Forename and Surname	

Date application received					
Percentage Attendance Year to date					
Number of Sessions absence this academic year	Authorised		Unauthorised		Total
Have the family of this child been issued with a Penalty Notice in the previous 12 calendar months? (If yes please state how many).	YES		NO		Total in previous 12 months

Your application for leave of absence as detailed above has been:

Authorised <small>(number of sessions absent authorised).</small>		Unauthorised <small>(number of sessions absent unauthorised).</small>	
This is for the reason stated below			
Name: Head Teacher/HoS			
Signature: Head Teacher/HoS		Date	